

Los Angeles Regional Crime Laboratory Facility Authority



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FEBRUARY 14, 2008

The second meeting the Los Angeles Regional Crime Laboratory's Facility Management Committee was held February 14, 2008 at the Hertzberg-Davis Forensic Science Center, Leroy D. Baca Media Center, 1800 Paseo Rancho Castilla, Los Angeles, CA 90032.

CALL TO ORDER

Jack Schweizer, Project Coordinator, called the meeting to order at 2:00 p.m. The following Directors were present constituting a quorum of the Facility Management Committee:

John R. Ferris, Director, Office of Facilities Services, California State University Los Angeles
Peter DiCarlo, Los Angeles Police Department
Doyle Campbell, Deputy Chief Executive Officer, Public Safety, County of Los Angeles
Patty Huber, City Administrative Office, City of Los Angeles

APPROVAL OF DECEMBER 6, 2007 MINUTES

On motion of Director DiCarlo, seconded by Director Ferris and unanimously carried, the December 6, 2007 minutes were approved as submitted.

ACTION ITEMS

Minutes were received and filed.

INTRODUCTON OF NEW BOARD MEMBER

Jack Schweizer introduced George Pardon, newly appointed Interim Vice President of Finance, California State University at Los Angeles, and Board of Directors JPA Member.

OPERATING BUDGET FOR FISCAL YEAR 2008-09

Jack Schweizer reported on the Operating Budget for Fiscal Year 2008-09, and provided a detailed report on expenditures, the allocation of Facility Management costs, and useable facility space (copy on file).

Following discussion on the allocations of Facility Management costs shared by JPA members, Director Pardon advised that the related cost will significantly impact the CSULA's budget and affect their ability to deliver educational programs. A statement on the issue of facility operating costs will be provided at the next JPA meeting for further consideration.

Mr. Schweizer will submit a request to the JPA to agendize this issue on the March 6, 2008, agenda.

Mr. Schweizer advised that the Lab became operational in September 2007 and a larger budget for the new fiscal year will be requested.

CRIME LAB CONSTRUCTION PHASE II

Barry Fisher, Director, advised that there is no action required at this time, and reported on the following:

- The 1998 assessment needs recommended a considerably larger building and site;
- The LASD and the LAPD have expanded their laboratory functions;
- Off-site facilities are underfunded, and current DNA testing demands have increased; and
- LASD staff has been instructed to develop a Crime Lab Construction Phase II and identify construction funding.

Mr. Fisher suggested utilizing the LAPD, LASD and CSULA reserves to conduct a needs assessment and/or feasibility study for Phase II; the same methodology is to be used as in Phase I. Phase II could create an additional revenue stream for CSULA, LASD and LAPD.

Director Fisher advised that he has met and conferred with all parties involved.

MAIN PARKING LOT MODIFICATIONS

Wesley Grose, Assistant Director, reported that staff is working closely with CSULA to obtain construction bids for additional wings to the parking entry ways to address increased traffic. The estimated cost is under \$25,000, and bids will be submitted to the JPA for approval.

MAIN PARKING LOT ENTRANCE SIGN

Mr. Grose reported that the main parking lot entrance sign was damaged by a moving truck and a replacement sign will be procured with grant money.

LANDSCAPING MODIFICATIONS

Mr. Grose reported on landscape modifications required to address trees located in the parking-lot that have very basic root systems and are susceptible to breakage, others in time will lift up concrete and, sycamore trees germinate excessively and have an invasive root system.

In response to Mr. Doyle, Mr. Schweizer will review the contract agreements regarding landscaping that CSULA oversaw and directed, and whether landscape liability exists. Director Doyle recommended contacting the architects and/or consultants who were initially involved for any insight on this issue.

PARKING

Mr. Schweizer reported that agreements are being enforced, temporary parking passes are a new procedure, and visitor signage is being installed. There are approximately 385 parking spaces available.

INTERAGENCY COOPERATION

Mr. Schweizer advised that the level of Interagency Cooperation from LAPD and CSULA is outstanding on a daily basis, and the level of trust has increased and remains constant; improved efficiencies should reduce costs significantly. CSULA has benefited from the use of the facility for conferences and networking receptions, and educational endeavors.

SECURITY AND ACCESS

Mr. Schweizer reported that this project is completed; however, the vendor is installing more security designs based on LAPD and LASD requirements. Security and access will be agendized for further discussion (i.e., security enhancements, video cameras for enhancement of location viewing; gate releases).

CONTRACTS

Mr. Schweizer advised that funds are available. Certified company product inspections are ongoing, and any authorized calibration contracted out will be performed. The HDFSC anticipated contracted services for Fiscal Year 2008-09 was distributed.

DISPUTE RESOLUTION

Mr. Schweizer advised that there continues to exist a high level of interagency cooperation.

EMERGENCY EVACUATION PLAN

Mr. Schweizer reported that Edmonson and Associates have been contracted for purposes of creating an Emergency Evacuation Plan.

The Building Emergency Program Director, LAPD, has conducted five staff training sessions that addressed evacuation and safety by LASD and CSULA personnel.

REPORT FROM THE FACILITY MANAGER

Mr. Schweizer reported on the following:

- Chillers are being programmed to provide a dial-in report;
- Environmental Room 122A has been experiencing intermittent equipment failures; warranty repairs are in progress.
- Boiler issues are under repair and are currently being monitored; a new controller board for boiler #2 is on order; corrections have been made to boiler #3; and there are no problems with boiler #1;
- A sewage waste line was penetrated during installation of the third floor Women's restroom partition, and the vendor provided all related repairs; and
- The Flooring contractor assumed responsibility for a main-drain stoppage that caused partial flooding of the 1st floor; the vendor has made all necessary repairs.

In response to Director Doyle, Mr. Schweizer reported that the building contractor, Jacobs Engineering Consulting, has done a good job. The third party Project Director (Jim Hall) have all pertinent construction documents and blue prints, and they have on file a catalogue of the building project items completed.

REPORT FROM THE FACILITY COORDINATOR

Earl Shields, Captain, FCC Chairperson, reported ongoing cooperation with the Facility Coordinating Committee.

CONSIDERATION OF FUTURE AGENDA ITEMS

Following discussion, it was agreed to schedule the next FMC meeting for Thursday, May 8, 2008, at 2:00 p.m. Additionally, Mr. Schweizer suggested adding security updates, and FMC purchases up to \$100,000 to the Agenda.

Director Doyle recommended that the JPA be provided with as much detailed information as possible.

PUBLIC COMMENT

There was none.

ADJOURNMENT

There being no further business, the meeting adjourned at 3:43 p.m.